



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** September 29, 2014

**Closing Date:** Open until filled

**Job Listing Identification Number:** OCA-212-15-02

**State Classification Number and Step:** 1890/B23

**State Job Title:** Government Relations Specialist I

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Government Relations Specialist

**Location:** Austin, Texas

**Monthly Salary Range:** \$4,599 - \$5,400 (full-time)

**Type of Job:** See Remarks

**Remarks:** This is a Temporary position which starts no earlier than 01/05/2015, and ends on or about 06/30/2015. May be full-time or part-time (negotiable).

**Travel Required:**  Yes  No

**Job Description:** Performs complex legislative and consultative work for Office of Court Administration / Texas Judicial Council. Facilitates legislation-related work of the judicial agency before, during and immediately after legislative session. Assists with agency publications. Reports to Director of Public Affairs and Special Counsel. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

#### Essential Job Functions:

- Reviews, tracks and monitors legislation affecting program areas.
- Prepares bill summaries, analyses and other background information in coordination with agency staff.
- Attends and monitors legislative hearings and meetings, writes report summaries regarding those meetings and hearings, and facilitates communication with legislative officials and staff.
- Briefs Administrative Director and other staff regarding bills, hearings and meetings.
- Interacts with court or county officials, judicial associations and other interested stakeholders regarding pending legislation.
- Prepares or assists with preparation of legislative fiscal notes.
- May require attendance at after-hours legislative hearings.
- Assists with preparation of legislative update at close of legislative session.
- Researches and drafts memoranda related to agency programs.
- Performs related work as assigned.

#### Minimum Qualifications:

- Graduation from an accredited four-year college or university with major coursework in government, public policy, public administration, business administration or related field.
- Working knowledge of the legislative process
- Excellent oral and written communication skills.
- Proficiency in standard word processing software.

**Preferred Qualifications:**

- Graduation from an accredited law school.
- Licensed to practice law in Texas.
- Experience in the judiciary or as an attorney in a judicial agency.

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to (512) 463-1648, or email to [ocajobs@txcourts.gov](mailto:ocajobs@txcourts.gov). State applications are available on the Internet at [WorkinTexas.com](http://WorkinTexas.com). Resumes may accompany applications, but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

**The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.**

**In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.**